**ANNEX 2**

**Response to Invitation to Tender for – Translation and Interpretation Services (‘Framework Contract’) for B&S Europe**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company/Full Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the requirement/question.

*\* Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. \**

1. Submit all mandatory documentation to ***email address*** by **day/date/time** or hard-copy at:

***B&S Europe***

***Ramzi Sarkis Street***

***Badaro, Beirut***

**Part 1 – Supplier Response**

|  |
| --- |
| **Section 1: Capability and experience of the individual/s proposed to undertake this project**  Selection Criteria Weighting: 40%  Please provide a summary of the qualifications and experience of the individual/s that you are proposing for this project. Share with us the profiles of your backstopping team and staff – their experience in interpretation and translation in the fields requested is crucial. |
| **Supplier Response to Section 1:** |
| **Section 2: Proposed Methodology**  Selection Criteria Weighting: 20%  Please include a proposal for why your company is fit to offer the services outlined in the Invitation to Tender. Prepare a methodology that your company uses in order to provide efficient and quality translation (how the workload is managed, process taken to complete the translation, etc.). |
| **Supplier Response to Section 2:** |

|  |
| --- |
| **Section 3: Track record of similar projects**  Selection Criteria Weighting: 20%  Please provide a summary of similar tenders undertaken over the last five years. Please  highlight similar services provided to EU Projects, particularly in the area of Security, rule of Law and CBRN (chemical, Biological, Radiological, Nuclear) |
| **Supplier Response to Section 3:** |

|  |
| --- |
| **Section 4: Cost**  Selection Criteria Weighting: 20%  Please provide a detailed cost breakdown of your proposal/s. This should include the daily and half-daily rate per translator for consecutive and simultaneous interpretation; and a ‘per A4 page’ or ‘word count’ cost for documentary translation. |
| **Supplier Response to Section 4:**   |  |  | | --- | --- | | **Services** | **Fee ($)** | | **Consecutive and simultaneous Interpretation (ARB-ENG-FRE)** | | | **Full day** |  | | **Half-day** |  | | **Translation (ARB-ENG-FRE)** | | | **A4 Page** |  | | **Slide** |  | |

**Part 2 – Administrative Documents**

**The offer should also contain the following administrative documents:**

1. Certificate of Business Registration (if applicable);
2. Declaration of Manpower; (see Annex A of this document)

**ANNEX A of ANNEX 2**

Business & Strategies Europe

Attn:

Ramzi Sarkis Street

Badaro, Beirut

Date

**Title: Project Title**

**Your ref: Project ref. no.**

**MANPOWER DECLARATION**

Please find below a table summarising the average annual manpower and the number of other staff of Company, for the period 2015 - 2017.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Average manpower** | **Year before past year**  **2017** | | **Past year**  **2018** | | **Current year**  **2019** | | **Period average** | |
|  | **Overall** | **Relevant fields** 11 | **Overall** | **Relevant fields** 11 | **Overall** | **Relevant fields** 11 | **Overall** | **Relevant fields** 11 |
| Permanent staff 12 |  |  |  |  |  |  |  |  |
| Other staff 13 |  |  |  |  |  |  |  |  |

I hereby confirm that the figures stated in the Expression of Interest correspond to the figures stated in this statement.

Yours sincerely,

**Name**

Position

Company